



Foreign Affairs Handbook

6 FAH-4 – Facilities Maintenance Handbook

Transmittal Letter: FCLH-1

Date: June 16, 1997

VOLUME ISSUANCE

MAJOR CHANGES

1. This reissuance of the *Facilities Maintenance Handbook*, designated as 6 FAH-4, replaces the *Facilities Maintenance Handbook* issued on December 21, 1996.

2. The original issuance contained an error in the transmittal letter line, which duplicated an existing transmittal letter series designation. The correct transmittal letter series for this handbook is FCLH.

3. There are two minor typographical corrections, and the Introduction reflects the A/IM reorganization as it affects obtaining copies of FAH materials; otherwise the subject material is identical to that previously issued.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM section 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. For those who maintain a hard copy of this volume, remove all materials, and replace them with the attached material in the binder (83 pages total).

2. Insert this transmittal letter immediately following the TL Checklist, and initial the entry line for TL:FCLH-1.

DISTRIBUTION NOTICE

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2. All posts and offices holding hard copy versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform DIR and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, 202-647-1632, FAX 202-736-4269, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to A/FBO.

(A/FBO)